



<b>Policy Number</b>	013-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Executive Director Performance Review
<b>Date of Origin</b>	06-2007
<b>Date Amended</b>	09-2014
<b>Date Reviewed</b>	11-2021, 12-2019, 11-2017

- PURPOSE** To evaluate the performance of the Executive Director.
- SCOPE** Executive Committee of the Board of Directors
- OBJECTIVE** The objectives of the performance review are:
- Providing the Executive Director with valid and useful feedback on their performance;
  - Reviewing and rating the performance based upon the core competencies of the position and using pre-determined performance objectives which are related to SUN's goals;
  - Identifying organizational barriers to performance;
  - Coaching for improved performance by clarifying expectations and/or providing training and development; and
  - Establishing a meaningful and rational link between salary increases and performance, within the financial resources available to the organization.
- PROCEDURE** Following the completion of any probationary period on initial hiring, the performance of the Executive Director will be evaluated by the Executive Committee at least annually.
- The Executive Committee will evaluate the performance of the Executive Director with regard to the core competencies of the position.
- An appropriate Performance Evaluation Assessment will be completed and discussed with the Executive Director.
- The Executive Committee will report to the Board of Directors on the results of the Performance Evaluation with any recommendations in the next regularly scheduled meeting of the Board or a meeting called for such purposes.